



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: October 27, 2015

DATE: October 1, 2015
TO: Board of County Commissioners
FROM: Russ Pedersen, Chief Deputy; Administration
(775) 328-3004 rpedersen@washoecounty.us
THROUGH: Chuck Allen, Sheriff CA 3/17
SUBJECT: Recommendation to approve the creation of one Sheriff Support Specialist - Field position and reclassification requests of a vacant Administrative Secretary to Office Support Specialist, an Office Assistant III to Office Support Specialist, an Office Support Specialist to Investigative Assistant, and an Administrative Assistant II to a Media Programs Coordinator as evaluated by the JEC; and the reclassification of a vacant Sergeant position to a Lieutenant position and the elimination of a vacant Management Analyst position at a total estimated savings of [\$3,843]; and authorize Human Resources to make the appropriate adjustments. (All Commission Districts)

SUMMARY

Recommendation to approve the creation of one Sheriff Support Specialist - Field position and reclassification requests of a vacant Administrative Secretary to Office Support Specialist, an Office Assistant III to Office Support Specialist, an Office Support Specialist to Investigative Assistant, and an Administrative Assistant II to a Media Programs Coordinator as evaluated by the JEC; and the reclassification of a vacant Sergeant position to a Lieutenant position and the elimination of a vacant Management Analyst position at a total estimated savings of [\$3,843]; and authorize Human Resources to make the appropriate adjustments

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganization and realignment of resources to improve efficiency and effectiveness.

AGENDA ITEM # 551

BACKGROUND

Since 2007, the Sheriff's Office lost five Sheriff Support Specialist - Field positions as a result of budget cuts. This position performs technical and clerical duties in support of the Sheriff's office law enforcement operations; provides information and assistance to the general public; interviews individuals and completes a variety of criminal and incident reports, and performs related work as required; responds to calls for service in the field and at the front desk. The Sheriff's Office is seeking re-allocation of budget authority to increase this authorized staffing by one based on needs and demands of the agency.

The position of Administrative Secretary is tasked with providing secretarial and administrative support for the Administrative Services Manager and Administration Bureau Captain and their units for the Sheriff's Office. To meet the needs associated with the duties of this classification, the Sheriff's Office is seeking to reclassify an existing Administrative Secretary position into an Office Support Specialist.

The position of Office Support Specialist – Backgrounds Investigation Unit, assists in the background investigation process for the Sheriff's Office by providing support, planning, data/record maintenance, through coordination of a variety of programs necessary to accomplish background goals within various deadlines (coordinate medical/psych evaluation processing, background packet distribution, return, and process, reviewing processes for efficiency and improvement, implementing more efficient and effective processes, acting as a liaison with executive staff, candidates, internal and external staff, etc. To meet the needs associated with the duties of this classification, the Sheriff's Office is seeking to reclassify an existing Office Support Specialist position into an Investigative Assistant.

The position of Office Assistant III – Patrol, is the sole backup for the Administrative Secretary Supervisor and assumes all responsibilities when the Administrative Secretary Supervisor is on leave. To meet the needs associated with the duties of this classification, the Sheriff's Office is seeking to reclassify an existing Office Assistant III position into an Office Support Specialist.

The position of Administrative Assistant II, under the general supervision of executive staff, plans, manages, coordinates and promotes the Sheriff's Office Community Relations and Media Relations Section. This person exercises direct supervision over the public information officer, production coordinator, office support specialist and web design/developer assigned to the Sheriff's Office. To meet the needs associated with the duties of this classification, the Sheriff's Office is seeking to reclassify the Administrative Assistant II position into a new classification of Media Programs Coordinator.

With changes in existing structure and reorganization of tasks, the Sheriff's Office has elected to not fill the vacant Management Analyst position. These budgeted funds will be utilized to offset other reclassification requests and to fund a new Sheriff Support Specialist - Field position.

The position of Lieutenant Deputy Sheriff manages the operations of a shift and evaluates the performance of subordinate staff to include counseling employees and recommending and/or receiving disciplinary action. This mid-management position recommends, implements and monitors procedures, standards, forms, and reports to enhance efficient operations, productivity, and utilization of assigned staff. The Sheriff's Office lost three Lieutenant positions since 2007 and have requested, unsuccessfully, an above base request for this classification the last few years. To meet the needs associated with the duties of this classification, the Sheriff's Office is seeking to reclassify an existing Sergeant position into a Lieutenant.

FISCAL IMPACT

The estimated annual savings of the associated position changes is approximately \$3,843 (see table below). These savings will be utilized for additional reclassifications currently under review to be brought to the Board in the near future.

Action	Position	Calculated Fiscal Impact [(savings)/cost]
New Position	Sheriff Support Specialist- Field	\$ 69,452
Reclassification	Sergeant to Lieutenant	\$15,494
Reclassification	Admin Secretary to Office Support Specialist	\$(8,168)
Reclassification	Office Support Specialist to Investigative Assistant	\$4,074
Reclassification	Office Assistant III to Office Support Specialist	\$3,943
Reclassification	Administrative Asst II to Media Programs Coordinator	\$4,647
Elimination	Management Analyst	\$(93,285)
TOTAL		\$(3,843)

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the creation of one Sheriff Support Specialist - Field position and reclassification requests of a vacant Administrative Secretary to Office Support Specialist, an Office Assistant III to Office Support Specialist, an Office Support Specialist to Investigative Assistant, and an Administrative Assistant II to a Media Programs Coordinator as evaluated by the JEC; and the reclassification of a vacant Sergeant position to a Lieutenant position and the elimination of a vacant Management Analyst position at a total estimated savings of [\$3,843]; and authorize Human Resources to make the appropriate adjustments

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: Move to approve the creation of one Sheriff Support Specialist - Field position and reclassification requests of a vacant Administrative Secretary to Office Support Specialist, an Office Assistant III to Office Support Specialist, an Office Support

Specialist to Investigative Assistant, and an Administrative Assistant II to a Media Programs Coordinator as evaluated by the JEC; and the reclassification of a vacant Sergeant position to a Lieutenant position and the elimination of a vacant Management Analyst position at a total estimated savings of [\$3,843]; and authorize Human Resources to make the appropriate adjustments